

OAK RIDGE ASSOCIATED UNIVERSITIES JOB POSTING



Reference #: 05-082
Job Title: Emergency Management Specialist
Project Manager 2
Department: Health, Safety, and Emergency Management

Date Posted: 10/27/05
Location: Oak Ridge, TN
Exempt/NE: Exempt

PURPOSE: To provide technical expertise in the subject matter area of emergency management by managing or coordinating project activities and to assist management in planning program goals, monitoring developments and trends, and formulating business development strategies.

ESSENTIAL JOB FUNCTIONS:

- Acts as primary expert in the area of emergency management by providing technical support in the planning and implementation of program activities including, assessment, training, designing, developing, conducting, and evaluating emergency exercises; ensuring the technical quality of deliverables; serving as the technical contact with clients and potential clients; analyzing/interpreting requirements such as statutes and directives and their impact on clients; advising Program Managers and other ORAU/ORISE management in matters related to emergency management.
- Manages technical projects, which includes meeting with clients to identify project goals, determining staffing and other resources, developing budget and project management plans, serving as primary point of contact with clients, directing project activities and staff, monitoring time lines and budgets, and reporting to clients.
- Develops business by identifying opportunities, planning strategies, implementing activities, developing relationships with clients/potential clients, matching customer needs with ORAU/ORISE capabilities, monitoring technical issues and current practices that affect funding in emergency management and homeland security/infrastructure protection.
- Participates as member of a team in support of designated projects; may review materials and serve as subject matter expert for other projects.
- Assists in conducting strategic planning consistent with corporation and program goals which include conceptualizing new capabilities to meet emerging needs of current and potential customers, participating on strategic planning teams, and providing input to strategic plans.
- Serves as on-call response staff as necessary.

REQUIREMENTS: Masters or other graduate degree in education, training, or ES&H discipline and six to ten years of job related experience. Directly related experience performing duties as described may substitute for the education requirement; higher level education beyond the Masters degree in the disciplines listed may substitute for the experience requirement. Experience is required in emergency management, preparedness, response and recovery. Must have expert knowledge of emergency management programs to include training & exercise design, development and delivery. Must also have a working knowledge of nuclear/facility operations.

*Visit www.orau.org to apply through the preferred process. If internet access is unavailable to you, please call 865-576-6051.
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